



FAIRFAX COUNTY

Therapeutic Recreation and Teen Centers
COMMUNITY AND RECREATION SERVICES
12011 Government Center Parkway — Suite 1050
Fairfax, Virginia 22035-1115

V I R G I N I A

Telephone: (703) 324-5532 Fax: (703) 222-9788 TTY: (703) 222-9693

March 2005

Parents/Guardians,

According to the Virginia Day Care Licensing standards a parent/guardian enrolling a child into a licensed day care center (Therapeutic Recreation, Summer or SMILE program) must provide proof of the child's identity and age.

An original document (see below) must be presented to the Recreation staff to be reviewed and documented on the Child Verification form. In order for Therapeutic Recreation to obtain this mandatory information, we are encouraging parents to bring this information to the Recreation Office or to the Center on the first day of the program. If you have shown proof of age and identity in the 2004/2005 Summer or SMILE program you do not need to show it again.

The documents listed below may be presented as proof of verification. The document must be an original, with a seal or signature of authenticity. A copy of the document may be submitted but display a raised notary seal.

- a certified copy of the child's birth certificate
- birth registration card
- notification of birth (hospital, physical, or midwife record)
- passport
- copy of placement or other proof of the child's identity from a child placing agency (foster care and adoption agencies)
- record from a public school in Virginia
- certification by a principal or his designee of a public school in the U.S., that a certified copy of the child's birth record was previously presented
- original copy of a report card

Thank you for your time. If you require any further information please call at 324-5532.

Sincerely,

Sara Mumford

Sara Mumford
Branch Manager

LETTER L